

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 13 August 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 33, Week of 6 - 12 August 1957

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1. Numbers in Clerical Induction Training. During the week of 6 August there were [] people in Clerical Induction Training. Of these people, [] entered class for the first time. 25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 6 August. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 6 August were as follows: 25X1

	Tested	Qualified
Shorthand	[]	[]
Typewriting		

25X1

4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 12 August were as follows: 25X1

	Tested	Qualified
Shorthand	[]	[]
Typewriting		

25X1

5. Visit of Clerical Training Officer from NSA. [] 25X1
 [] a Clerical Training Officer from the National Security Agency, met with [] on Tuesday morning, 6 August 1957.
 [] present program combines that which is similar to our Clerical Induction and Clerical Orientation programs. It is given daily for a period of three weeks. She is interested in building her program to include refresher training in shorthand and typewriting, and it was primarily for that purpose that she contacted the office of the Director of Training and asked to visit our clerical training program.

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[] asked if she might return for a visit to our Clerical Refresher classes in shorthand and typewriting; our Clerical Orientation training in telephone techniques, correspondence, and typing shortcuts; and our Clerical Induction training in the skill subjects of shorthand and typing, English, and filing. I asked her to submit a written request for attendance at these training classes and tentative plans were made for her return in September. 25X1

As a postscript to this entry, it is interesting to note that the National Security Agency is also finding that it is necessary to have additional electric typewriters in order to provide training for stenographers and typists. At the present time, one half of the machines in her typewriting room are electric; [] has a total of 17 electric IBM typewriters to use in training classes.

6. Peak-load Space Problems in Clerical Training. Clerical Induction Training has one large lecture room (400) and two typing rooms. During the peak-load season these rooms are simultaneously and constantly in use. We are encountering difficulty in scheduling large lecture-type classes with only one room of that type available. At the present time, the room is used until 1115 for shorthand training and dictation classes. For the remainder of the day it is used for Grammar, Punctuation and Capitalization, Filing, and Geography classes. When the groups are so large that more than one of any of the latter classes must be sandwiched into a day's program, it is necessary to find space elsewhere. This week [] is taking [] uncared 25X1 trainees to Room 201 (which is in the Interim Assignment Section, Office of Personnel) at 1300 in order to hold a geography class for "old" trainees. The "new" trainees meet in another geography class in the Clerical Induction Training lecture room at 1445.

Clerical Orientation Training has experienced less difficulty in finding space for classes when it is necessary to divide the total number of trainees into two groups because at the present time Clerical Refresher training classrooms are not in use. However, if when Clerical Refresher classes are resumed in September, there are still large numbers scheduled for Clerical Orientation, a problem similar to that described by Clerical Induction training will be experienced in the programs which are conducted for cleared clericals. 25X1

7. Proposed Instruction in the DDP Correspondence Regulations. [] met with [] of NEA on 12 August for the purpose of discussing the need for the giving of instruction in the DDP correspondence regulations. In Clerical Orientation the correspondence format is discussed and the trainees 25X1

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actually produce a memorandum on Standard Form 64 and one in Agency memorandum format in accordance with the instructions in Handbook

[redacted] However, experience is indicating that the trainees who are assigned to the DDP need to know the style outlined in the [redacted] manual on correspondence.

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At present, the specializations required in the DDP are not covered while the trainees are in Clerical Orientation Training because we have no knowledge of where they will ultimately be assigned.



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